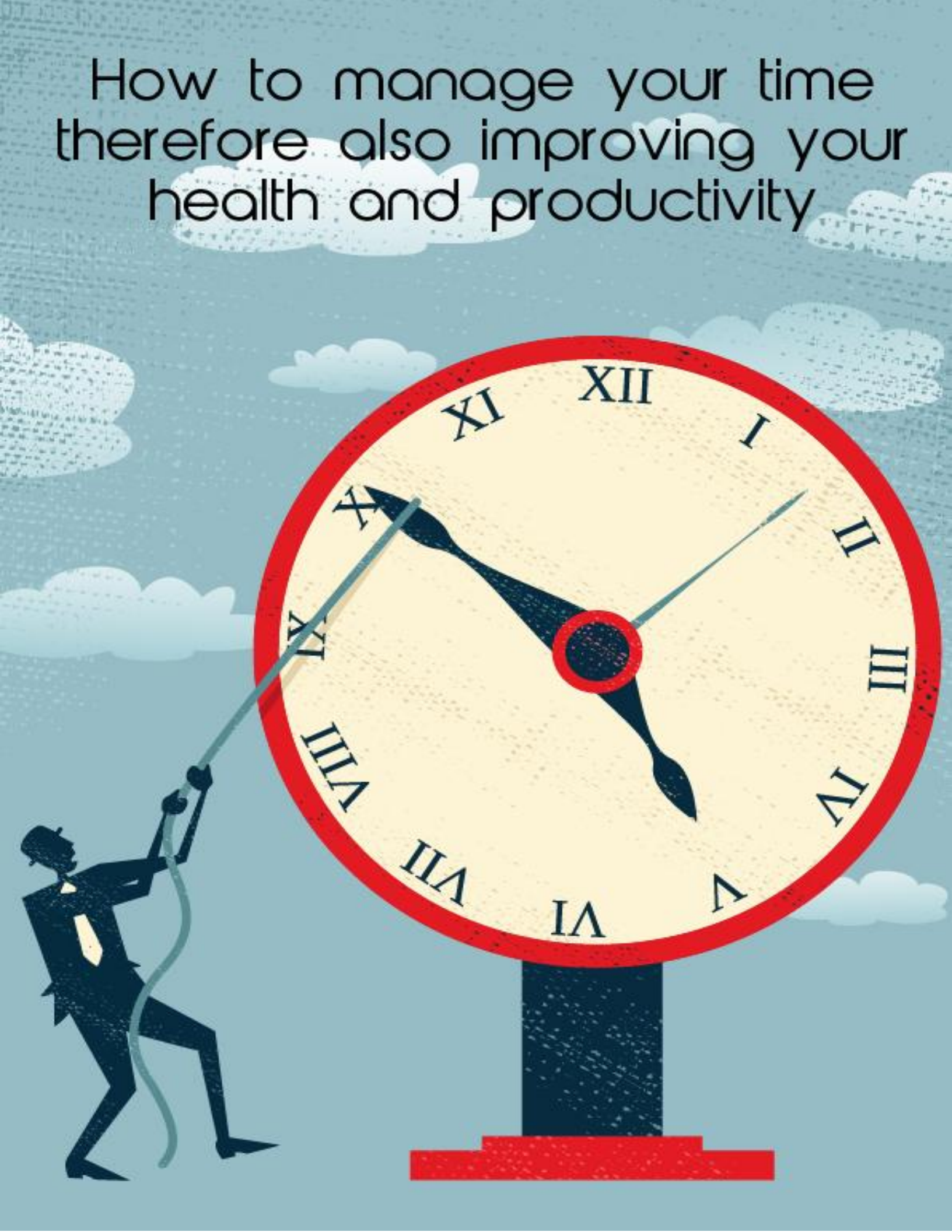
How to manage your time therefore also improving your health and productivity



How to Manage Your Time: Improving Health and Productivity

We all admit at one point or the other that life can get hectic. You need to meet many deadlines and with the dishes piling up in the sink, and tutoring your younger brother or sister all at the same time will get you exhausted and you might hardly get any time for yourself.

To be honest, not many of us spend our twenty-four hours very wisely. In fact, chances are that we end up wasting much of it on useless things like Facebook and twitter; therefore, only accumulating more stress. In addition, when we are at work, we have a million distractions around us that do not let us give in optimum productivity.

Hence, given below are five tested and tried tips to help you manage your time and also get rid of the problems related to time management.

1. Use Lists

For some people, making lists is an amazing way to increase productivity. However, at times many people create lists that do not work all the time. In order to make these more effective, it is better to make complementary lists. This process will work as follows:

1. Jot down the tasks that you need to do.
2. The goal is to finish all these tasks before sunset while at least two thirds of them need to be dealt with by the end of afternoon.
3. Dividing the tasks through intervals in the day will help ensure their accomplishment.
4. Make a list of things that distract you. You are not supposed to do these before you have completed your tasks. For example:
    a. Using Facebook and twitter
    b. Checking emails, etc.

2. Turn Off Your Smartphone

It's better to turn off your phone; however, you may also switch it to silent mode. Your Smartphone can ring so many times in a very little time. This is a very big distraction as well since you get a Facebook notification almost every ten minutes. If you are about to get any important calls, you can at least turn off notifications on emails and social media.

3. Include Breaks And Healthy Snacking

Most people would quit lunch breaks only to get more work done. However, they might be unaware that breaks are actually helpful to revive energy. Consider quitting your lunch break and then having your energy depleted after two hours because you did not eat anything. Hence, getting a sufficient break with healthy food is important for a good energy revival.

4. Sleep Good

If you've been up all night working; remember that you will not be able to manage optimum productivity in the morning. Moreover, the work that you have been doing all night might also not be up to mark as you would have had to quit your sleep for it. Hence, unless you are on a deadline that ends next morning, it is highly advised that you get a good night's sleep.

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